

Parish Offices

General principles

The office space will be the day-to-day activity center of the new building and will house the Pastor and several Parish offices: the Bookkeeper, Development Office, Receptionist, Religious Education, Youth Ministry, Liturgy, and three Deacons. The space must be welcoming and accessible to parishioners and employees. It should also be safe and secure and have substantial natural light. Additionally, the office area should have:

- Parking immediately outside the main door (or as close as possible with no stairs) with a well-lit outside entrance.
- A main office that is very welcoming, with several exterior glass windows to provide natural light.
- Some interior glass windows—for safety and for allowing visibility between the reception area and individual offices.

Activities that will take place in the offices

- Meetings with parishioners (individuals and small groups) and with others involved in parish activities.
- Bookkeeping and financial transactions.
- Creating, accessing, and storing parish records.
- Communicating parish activities in print and online.
- Planning parish activities (short-term and long-term).

Space requirements to support activities

Main reception area

- Seating area (possibly with refreshment area).
- Glass windows (or closed-circuit TV) to allow visibility into the hall entry area; ability to keep the outside door locked and allow the secretary to buzz in visitors.

Workroom / Breakroom area (general multi-purpose room)

- Easily accessible to reception area.
- Table and counter workspace, mailboxes, copy machine, and other equipment.
- Area for possibly including fireproof parish archives and vault area (see below).

Individual Office Spaces

Each space should have a storage system and chairs accommodating two visitors; separate office spaces should be included for the following: main receptionist, bookkeeper, pastor, development, pastoral/liturgical, religious education, youth minister, and three deacons (shared).